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January 9, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

16

JAN 21 2003

*Violet Varona-Lukens*  
VIOLET VARONA-LUKENS  
EXECUTIVE OFFICER

**AUTHORIZATION TO ENTER INTO AGREEMENTS WITH  
ACT 1 PERSONNEL SERVICES, APPLEONE EMPLOYMENT SERVICES,  
CORESTAFF SERVICES AND JM STAFFING/TECH  
FOR AS-NEEDED SECRETARIAL/CLERICAL TEMPORARY SERVICES  
FOR CHILD SUPPORT SERVICES DEPARTMENT, DISTRICT ATTORNEY AND  
THE PUBLIC DEFENDER'S OFFICES**

ALL DISTRICTS  
(3-Votes)

**JOINT RECOMMENDATION WITH CHILD SUPPORT SERVICES  
DEPARTMENT AND THE PUBLIC DEFENDER THAT YOUR BOARD:**

1. Authorize the Director of the Child Support Services Department, the District Attorney and the Public Defender to enter into agreements to provide temporary personnel on a short-term, intermittent basis, for a one year period beginning January 29, 2003, and ending January 28, 2004, with provisions to renew the Agreements for up to two twelve-month periods.
2. Authorize Child Support Services Department, the District Attorney and the Public Defender to amend these agreements including an extension, beyond the expiration date, not to exceed three (3) months, and any rate changes required by law or permitted by the agreements.
3. Instruct the Chairperson to sign the four (4) attached agreements.



**PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION:**

The current temporary services agreements with AppleOne Employment Services, JM Staffing, and PDQ Personnel Services, Inc., approved by the Board on February 1, 2000, expire on January 28, 2003. The need for temporary secretarial and clerical services continues to exist for Child Support Services Department, the District Attorney's Office, and the Public Defender's Office. ACT 1 Personnel Services, AppleOne Employment Services, Corestaff Services and JM Staffing/Tech offer a large candidate pool, competitive hourly rates, a strong management team, and can provide quality clerical services throughout Los Angeles County. The recommended agreements will provide temporary personnel to help Child Support Services Department, the District Attorney's Office, and the Public Defender's Office handle peak workload periods in critical areas of each department.

**Implementation of Strategic Plan Goals:**

This plan supports the County's "philosophy of teamwork and collaboration" by undertaking programs that will improve the quality of life in Los Angeles County. Providing as-needed secretarial and clerical services on a contract basis is efficient and responsive to the needs of the people of Los Angeles County.

**FISCAL IMPACT/FINANCING:**

None. Funds are provided in each Department's Fiscal Year 2002-2003 budget and will be included in succeeding fiscal year budgets. If costs exceed the budgeted amount, each respective department will absorb them, up to the fixed contract amount.

The twelve-month, January 2003 - January 2004 cost estimate for Child Support Services Department, the District Attorney's Office, and the Public Defender's Office of \$1.9 million is based on projections using data from the first six months of fiscal year 2002-2003, current service levels, and the fixed contract amount, and is detailed as follows:

Child Support Department	\$ 1,127,000
District Attorney's Office	\$ 510,000
Public Defender's Office	<u>\$ 200,000</u>
Total Cost	\$ 1,837,000



Child Support Services Department, the District Attorney's Office, and the Public Defender's Office will each be billed separately on a monthly basis for services each department receives.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Agreements are recommended with four agencies: ACT 1 Personnel Services, AppleOne Employment Services, Corestaff Services and JM Staffing/Tech. Significant facts and provisions of the contracts are as follows:

The County is authorized under California Government Code Section 31000.4 to obtain temporary help to assist the County during any peak load, temporary absence, or emergency order other than a labor dispute. Use of temporary help under this Government Code Section is limited to a period not to exceed ninety (90) days for any single peak load, temporary absence, or emergency situation.

For the past several years, Child Support Services (formerly the District Attorney, Family Support Services Bureau), the District Attorney's Office and the Public Defender's Office have utilized the services of temporary agencies to fill critical work assignments. The use of temporary agencies on an as-needed basis is necessary to fill emergent or unanticipated needs when existing County employees are unavailable or cannot be transferred from other locations.

ACT 1 Personnel Services, AppleOne Employment Services, Corestaff Services and JM Staffing/Tech will provide skilled secretarial/clerical staff within twenty-four hours of a request on an as-needed basis, to any location in the Child Support Services Department, the District Attorney's Office or the Public Defender's Office for temporary short-term assignments.

The recommended agreements are for a twelve-month period beginning January 28, 2003, and include a provision to renew for up to two twelve-month periods. All terms of the agreements in effect at the time of extending the term shall remain in effect for the duration of the extension.



CONTRACTING PROCESS:

The contracting process was completed through an open-competitive bid and selection process. The Request-for Proposal (RFP) was advertised in nine newspaper publications, and on the Los Angeles County Website. Requests for Proposals were sent to fifty-two firms that requested copies.

Child Support Services Department, the District Attorney's Office, and the Public Defender's Office received thirteen proposals. Three proposals were rejected because they did not conform to the minimum requirements specified in the Request for Proposals. The evaluation committee consisted of one Child Support Services Department employee, two District Attorney employees, one Public Defender employee, and one staff member from the Department of Beaches and Harbors.

A total of five employees from Child Support Services, the District Attorney's Office, and the Public Defender's Office reviewed and approved the evaluation tools that the committee used to score the proposals.

Oral interviews were not conducted with any of the firms that submitted proposals. Evaluation was conducted based on scores weighted by the evaluators. This resulted in the selection of the four lowest proposals, ACT 1 Personnel Services, AppleOne Employment Services, Corestaff Services and JM Staffing/Tech. The areas evaluated were qualifications, approach to providing required services and cost.

The agreements have been approved as to form by County Counsel and reviewed by the Chief Administrative Office and the Department of Human Resources. The Service Employee International Union (Local 660) has been advised of these agreements.

In compliance with the Board policy, all three Departments will fully explore the re-employment and the Greater Avenue for Independence (GAIN) lists to assure that contract employees are only utilized when County employees are unavailable from the lists.

Pursuant to Los Angeles County Code Section 2.121.250, these agreements are not Proposition A contracts because these services are needed on a temporary or intermittent basis.



The Honorable Board of Supervisors  
Page Five  
January 9, 2003

These evaluations were completed without regard to race, creed, color, or gender.

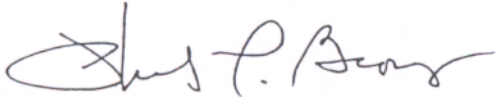
**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

There is no impact on any other County program or project.

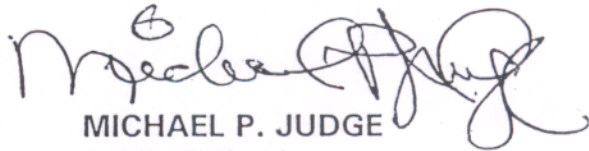
**CONCLUSION:**

The requested temporary service contracts are required to ensure uninterrupted service to the public. Upon your Board's approval of the contracts, it is requested the Executive Officer-Clerk of the Board return an approved copy of the Board letter and three copies (3) each of the Agreements, containing original signatures, to Child Support Services Department, 5770 South Eastern Avenue, Commerce, California 90040, Attention: Elisha Gardner, at (323) 889-3414; the District Attorney's Office, 201 North Figueroa Street, Suite 1300, Los Angeles, California 90012, Attention: Dad Samuels, at (213) 202-7684; and to the Public Defender's Office, 210 West Temple Street, 19<sup>th</sup> Floor, Los Angeles, California 90012, Attention: Janet Turner Yarbrough, at (213) 974-2980.

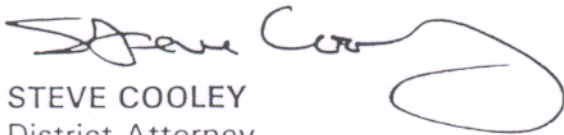
Respectfully submitted,



PHILIP L. BROWNING  
Child Support Services Department



MICHAEL P. JUDGE  
Public Defender



STEVE COOLEY  
District Attorney

Enclosures

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
Auditor-Controller  
County Counsel